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FAX NUMBER: 1(703) 305-7718

TRANSMISSION DATE: 12/4/01 FILE REF: SUN- P6492NP US/NC

FROM: Katherine Rinaldi

PAGE NUMBERS (including this sheet): 2 OPERATOR: KGR

NOTES: Please find the Statement of Facts to
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Thank you.

PATRICK R. DONAHOE
CHIEF OPERATING OFFICER
AND EXECUTIVE VICE PRESIDENT



November 16, 2001

VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS

SUBJECT: Temporary Suspension of Express Mail Service to
Washington, D.C. ZIP Codes 202 through 205

Due to current operating conditions and government security measures, Express Mail products destined for federal government agencies in Washington, D.C. (ZIP Codes 202 through 205), are experiencing significant delays. Therefore, effective immediately Express Mail service to Washington, D.C., ZIP Codes 202 through 205, is temporarily suspended. The sales of this services is to be discontinued at all retail locations, including Contract Postal Units (CPUs). Customers should be advised either to use First-Class Mail for mail destined for these ZIP Codes or wait to send items until this temporary suspension is lifted.

Business customers will be advised of this suspension through the Business Service Network. You will be advised when this suspension is lifted. If you have questions or need additional information, please contact Henry Pankey at (202) 268-5394.

A handwritten signature in dark ink, appearing to read "P. Donahoe", written over the printed name.

Patrick R. Donahoe

cc: Ms. Bizzotto